

READ FOR FUN
Faith Reese Martin-Children's Author

Contract for Presentation

Place of Presentation: _____

Address:

Street /PO Box- _____

City/State/Zip- _____

Phone- _____

Contact Person/e-mail: _____

Dates of Presentation: _____

Number of sessions/day: _____

Type of sessions: Group Presentation/Writing Workshop/Both _____

Sessions will take place in: _____

- Fee will be:
- Full Day- \$500.00 plus Travel Expenses
 - Travel Expenses include:
 - Automobile gas mileage at IRS allowed rate per mile (Author will drive 2 hours one-way within home-to-school radius)
 - Flying/Bus/Train Expenses
 - Lodging, if needed (motel/hotel)
 - Meals
 - **Author's responsibilities include:**
 - Provide a professional presentation/book-signing
 - Send promotional kit (photo, biography, teacher/student packets needed to be copied for writing workshops)
 - Arrive on time for setting up (barring unforeseen circumstances)
 - Meet all terms of the contract
 - **School's responsibilities include:**
 - Promote the author visit
 - Order and sell the Author's books before the visit
 - Get students to the presentation on time
 - Have Teachers stay with their classes and monitor appropriate behavior
 - Arrange and pay for travel, lodging and meals
 - Pay the Honorarium at the end of the last day of the visit
 - Provide necessary equipment and a host for the author
 - Meet all terms of the contract

Author's signature _____ Contact's signature _____

Date _____ Date: _____

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